

25X1A

DISPATCH NO. []

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DATE:

FEB 21 1962

25X1A
TO :

FROM :

SUBJECT : General - Administrative/Personnel

Specific - Duties and Responsibilities of the Executive Officer
of []

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1. Since the organizational structure of [] is somewhat out of the ordinary, I thought I had best express my thinking on this subject, especially with regard to the status and duties of [] Executive Officer. You should not consider that these thoughts be applied to the letter but rather act as a means for your guidance in instructing the Executive Officer in his duties.

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2. Below I have outlined those duties and responsibilities which I believe are inherent in the position of [] Executive Officer:

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a. Implements policies and orders of [] Commanding Officer and assures compliance therewith.

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b. Maintains liaison with KUBARK field station and/or base. Coordinates necessary contact of other [] personnel with such KUBARK field installations. Maintains appropriate records pertaining thereto.

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c. Maintains liaison with Host Government agencies. Coordinates necessary contact of other [] personnel with Host Government agencies. Maintains appropriate records pertaining thereto.

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d. Advises [] Commanding Officer of KUBARK policies, regulations, organizational structure, and support (Operational and Support) capabilities. Assists [] Commanding Officer with policy and procedural decisions affected by KUBARK regulations, notices and policies.

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e. Acts as Office of Record for (Operational and Support plans, orders, release cables, etc.).

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f. Coordinates Support activities (Administrative and Material) with Operational planning.

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g. Reviews organization and procedures and advises Commanding Officer on proposed changes thereto.

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h. Performs such other duties as Commanding Officer may direct.

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3. Should you have any comments on the duties as outlined above, I would be glad to receive them.

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RICHARD M. BISSELL, JR.

cc:

23 February 1956

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Originating Officer

JAMES A. CUNNINGHAM
Coordinating Officer

RICHARD M. BISSELL, JR.
Releasing Officer